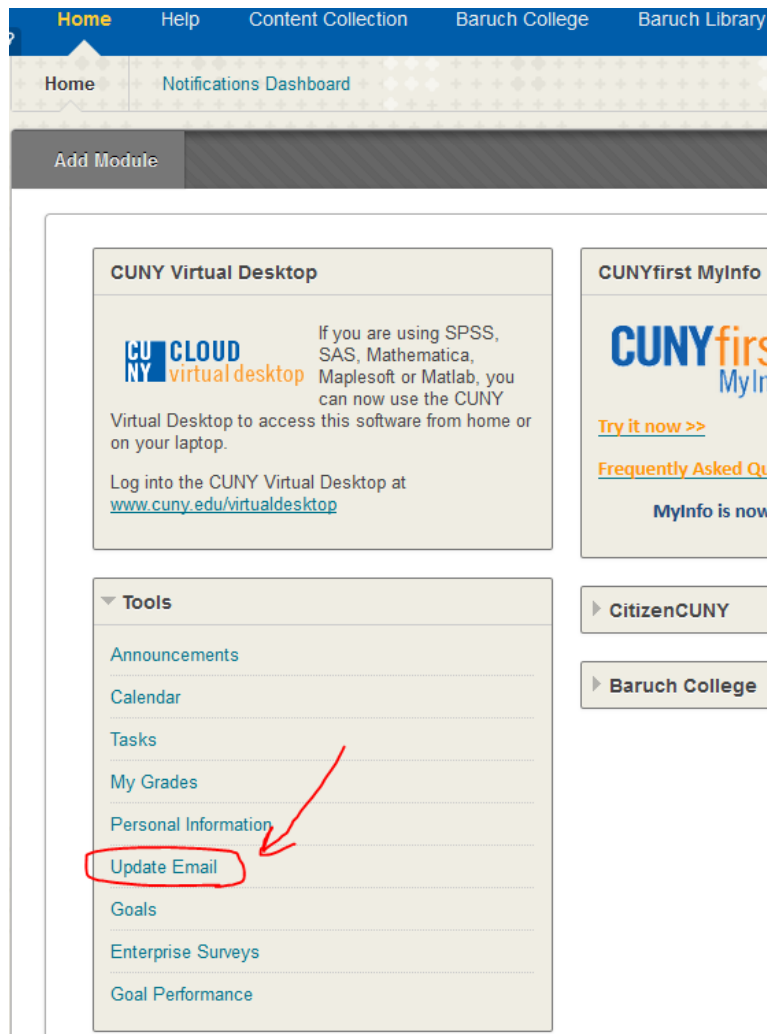


How to Update Your E-Mail Address on Blackboard

Step 1) Log in to Blackboard. Do not go past the initial welcome page.

Step 2) On the left, under “Tools”, click “Update E-Mail”



The screenshot displays the Blackboard user interface. At the top, there is a navigation bar with links for Home, Help, Content Collection, Baruch College, and Baruch Library. Below this is a secondary navigation bar with Home and Notifications Dashboard. A dark grey bar labeled 'Add Module' is positioned below the navigation. The main content area is divided into several sections. On the left, there is a 'Tools' menu with a dropdown arrow. The menu items are: Announcements, Calendar, Tasks, My Grades, Personal Information, Update Email (highlighted with a red circle and a red arrow), Goals, Enterprise Surveys, and Goal Performance. To the right of the 'Tools' menu, there are several promotional boxes. The first is 'CUNY Virtual Desktop' with a logo and text about using SPSS, SAS, Mathematica, Maplesoft, or Matlab. The second is 'CUNYfirst MyInfo' with a logo and links for 'Try it now >>' and 'Frequently Asked Qu'. Below these are 'CitizenCUNY' and 'Baruch College' buttons.

Step 3) Enter your e-mail address twice in the space provided. Then click submit.

Update Email

To update email, please enter a valid CUNY email address.

ENTER EMAIL

Your current email is james.weirich@baruch.cuny.edu, please update your email below.

Required Enter Email

Required Re-Enter Email

Please note, you must enter a valid CUNY email address.